



## **When is a Permission to Occupy Easements form required?**

A Permission to Occupy Easements form is required when a pool or an accessory structure encroaches into the rear 10-foot Public Utility and Drainage Easement located along the rear property line, or the 5-foot easement along the side property line, on most developed lots.

**There is a \$35.00 fee required for this form which must be paid when the form is submitted to the City for final approval and signatures. (Step 4 below)**

## **Approval process of a Permission to Occupy Easements form.**

1. Pick up the appropriate Building Permit application (either Pool/Spa or an Accessory Building) and Permission to Occupy Easements form.
2. Submit the Building Permit and required plans for review (between 10 to 21 working days for approval).
3. While the building permit is being reviewed, fill out Permission to Occupy Easements form and obtain a legal description of the property (an Engineer or Attorney should be able to write the description). A site plan must accompany the form. Obtain the required notarized signatures from the Utility companies.
4. Final approval must be granted by the City Engineer and the Planning & Redevelopment Director. (Please allow up to 3 working days for approval, dependant on staff availability) The \$35.00 fee must be paid at that time.
5. Take the fully executed copy (filled out and signed) of the Permission to Occupy Easement document to the Clark County Recorder's Office. Record the document and ask the County Recorder's Office for a conformed copy of the document.
6. Submit the conformed copy of the recorded document to the Building Department. The Building Department will make a copy to accompany the Building Permit and return the conformed copy to you for your files.
7. Once the document has been recorded and the Building Department review has been completed, the building permit will be issued.

## PERMISSION TO OCCUPY EASEMENTS

Property address \_\_\_\_\_  
APN \_\_\_\_\_

### Virgin Valley Water District:

Michael Winters  
Virgin Valley Water District

Date

State of Nevada } ss  
County of Clark

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Michael Winters for the Virgin Valley Water District.

Notary Public

My Commission Expires:\_\_\_\_\_

## Overton Power District No. 5:

Louis Cole  
Overton Power District No. 5

Date \_\_\_\_\_

State of Nevada } ss  
County of Clark

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Louise Cole for the Overton Power District No. 5.

Notary Public

My Commission Expires:\_\_\_\_\_

Property address \_\_\_\_\_  
APN \_\_\_\_\_

**City of Mesquite Public Works:**

\_\_\_\_\_  
Bill Tanner  
City of Mesquite Public Works Director

\_\_\_\_\_  
Date

State of Nevada  
                                  } ss  
County of Clark

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
Bill Tanner, City of Mesquite Public Works Director.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Rio Virgin Telephone and Cablevision:**

\_\_\_\_\_  
Harold Oster  
Rio Virgin Telephone Company

\_\_\_\_\_  
Date

State of Nevada  
                                  } ss  
County of Clark

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
Harold Oster, Rio Virgin Telephone Company.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_